

MAVEA Maine Learning Results/Curriculum Integration Project  
**Student Information System (SIS) – Instructor Help Manual**

### Customizing Statewide Standards

#### **1. To make Duty Areas Inactive, Add New Duties, or Edit Duty Name – Click Button A**

- ◆ A list of Duty Areas will be on the screen (see illustration below) You may have to use the scroll bar to see all duties →Click the Inactive Box beside the duty (s) you want to make inactive. **This will remove the Duty and all related tasks from all Forms and Reports.**
- ◆ **Inactive Duties can be made active again by clicking the Inactive Box to remove check mark.**
- ◆ To add new Duty, go to 1<sup>st</sup> blank record at end of list, put letter in Sequence column, name in Duty column
- ◆ To change text of Duty names. Highlight text you want to change→delete→type new text.

Microsoft Access - [OnCourseDutyMain]

Automotive Technology 1

Sequence	Duty	Inactive
K1	Automatic Transmission & Transaxle: General Diagnosis, Mainte	<input type="checkbox"/>
K2	Automatic Transmission & Transaxle: In-Vehicle Repair	<input type="checkbox"/>
K3	Automatic Transmission & Transaxle: Off-Vehicle Repair	<input type="checkbox"/>
L1	Heating & Air Conditioning: A/C System Diagnosis & Repair	<input type="checkbox"/>
L2	Heating & Air Conditioning: Refrigerant System Component Diagn	<input type="checkbox"/>
L3	Heating & Air Conditioning: Heating & Cooling Systems Diagnosis	<input type="checkbox"/>
L4	Heating & Air Conditioning: A/C Operating Systems & Controls Di	<input type="checkbox"/>
L5	Heating & Air Conditioning: Refrigerant Recovery, Recycling & Ha	<input type="checkbox"/>
M1	Engine Repair:	<input type="checkbox"/>
M2	Engine Repair: Cylinder Head & Valve Train Diagnosis & Repair	<input type="checkbox"/>
M3	Engine Repair: Engine Block Diagnosis & Repair	<input type="checkbox"/>
M4	Engine Repair: Lubrication & Cooling Systems Diagnosis & Repai	<input type="checkbox"/>
*		<input type="checkbox"/>

Click box to make duty area inactive

Add new Duty Area here.

#### **2. To make Task Inactive, Add New Task, or Edit Task Text – Click Button B**

- ◆ Click to select Duty →Click on the Task Tab
- ◆ To make Task inactive →Click inactive box and close out of form. When you reopen it will be gone.
- ◆ To make Task active again →see directions for View/Edit Inactive Tasks (Button F).
- ◆ You can also change if it is a core task (or not) by clicking the **priority** pull-down menu.
- ◆ To add new Task →Go to 1<sup>st</sup> empty record at bottom of list. →Fill in **TskSeq** with the next sequential number for tasks in that duty area. (if there are 6 tasks, fill in 7) **TskID** is an autofill field so you don't have to do anything. →Click **priority** pull-down menu and select core – introductory – advanced. Check **Certification** box if appropriate →Type task text and Performance Criteria text in the appropriate fields [boxes]
- ◆ To edit Task or Performance Criteria: →Highlight **text** you want to change→delete→type new text.
- ◆ **We recommend that you check the inactive box rather than delete tasks from the standard**

Pick Duty

Tasks

Use This Form to Add /Edit Tasks for the Selected Duty. Click the Button to Record Performances for The Task

TskSeq	Task
1	Follows general workplace safety procedures.

TskID	Perf Criteria:
349	Complies with federal, state, and local safety guidelines/procedures relevant to assigned duties; follows organizational safety requirements for operation of equipment and machinery; ensures adequate ventilation; uses proper Lock Out Tag Out procedures when necessary; practices safe

Priority core

☐ Certification ☐ Make Task Inactive

Student Performance

CHECK THIS BOX TO MAKE TASK INACTIVE

### **Reactivate Tasks and MLR - Button F**

- ◆ Select Duty Area → Select Inactive Tasks or Inactive MLR Tab
- ◆ Click the Inactive box of the task you want to make active → check mark will disappear → close screen, task or MLR will reappear at Button B screen

Add / Edit Inactive Tasks (Both Regular and MLR) for a Duty					Back To Main Menu
Automotive Technology 1					
You can Edit Tasks and Make Tasks Active again. The Duty Must also be Active to Use the Task or MLR Task. You can make MLR Tasks Active again, but not Edit them.					
Select Duty: J-Safety					
Inactive Tasks		Inactive MLR Tasks			
	Inactive Tasks	Inactive	CIA	Certif	
▶	Follows general workplace safety procedures.	<input checked="" type="checkbox"/>	core	<input type="checkbox"/>	
*		<input type="checkbox"/>		<input type="checkbox"/>	

**Screen at Button F**